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| POLICY TITLE: Absence: Attendance and Punctuality | | | NUMBER 604.00 |
| APPROVAL: Kathryn J. Whitmire, Mayor:  | | | Page <u>1</u> of <u>2</u> |
| ISSUE DATE: February 14, 1985 | REVISION DATE: | REVISION NO. | EFFECTIVE DATE: February 14, 1985 |

Policy Statement: It is the policy of the City of Houston to encourage habits of good attendance and punctuality on the part of its employees. While it is recognized that circumstances beyond an employee's control may cause him or her to be absent from work all or part of the day, unauthorized absence or tardiness will not be tolerated and may result in disciplinary action.

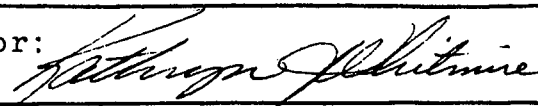
Policy Basis: Policy statement.

Policy Amplification: Employees are expected to report for work whenever scheduled. They should notify their supervisor in advance whenever they are unable to report for any reason. As much advance notice as possible should be given to permit a replacement to be scheduled where appropriate. If the supervisor is not available, the employee should contact another management member of the department and then make attempts later to contact the immediate supervisor. A failure to notify the immediate supervisor of any anticipated absence or delay in reporting for work will result in loss of compensation during the absence and may be grounds for disciplinary action.

Employees may be compensated during authorized absences in accordance with approved absence policies of the City of Houston. Authorized absences in excess of the number of days of paid absences accumulated by an employee will not be compensated, but will not necessarily jeopardize the employee's employment status.

An employee must be at his/her work station at the starting hour and at the prescribed time after coffee or lunch breaks. Employees who for any reason will be delayed more than a few minutes in reporting for work are required to call their supervisor promptly to explain the circumstances.

Excessive absenteeism and chronic tardiness are patterns of behavior that are easily identified. Supervisors should be aware of these behavior patterns as they develop and should make every effort to discover the reason and to assist the employee in correcting the problem. It shall be the responsibility of the immediate supervisor to document any such tendencies and to produce such documentation should disciplinary action be required as a result.

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Employees shall not be required nor permitted to work any period of time beyond the normal quitting or starting times for the purpose of making up time lost due to tardiness, unauthorized absences, or authorized absence for which the employee is not eligible to receive compensation unless so specified in other related policies or unless otherwise authorized by the Department Director (see policy on absences due to inclement weather).

Employees who are absent from work for three consecutive days without good cause and without giving proper notice shall be considered as having resigned their employment with the City of Houston.

Individual Department heads shall have the authority to establish specific rules or guidelines as appropriate to effectuate the functioning of a Department's responsibilities.

Policy Compliance: All employees through the Department/Division Director shall comply from policy date forward.

Policy Exception: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.